

# Management Information Meeting

April 30, 2004

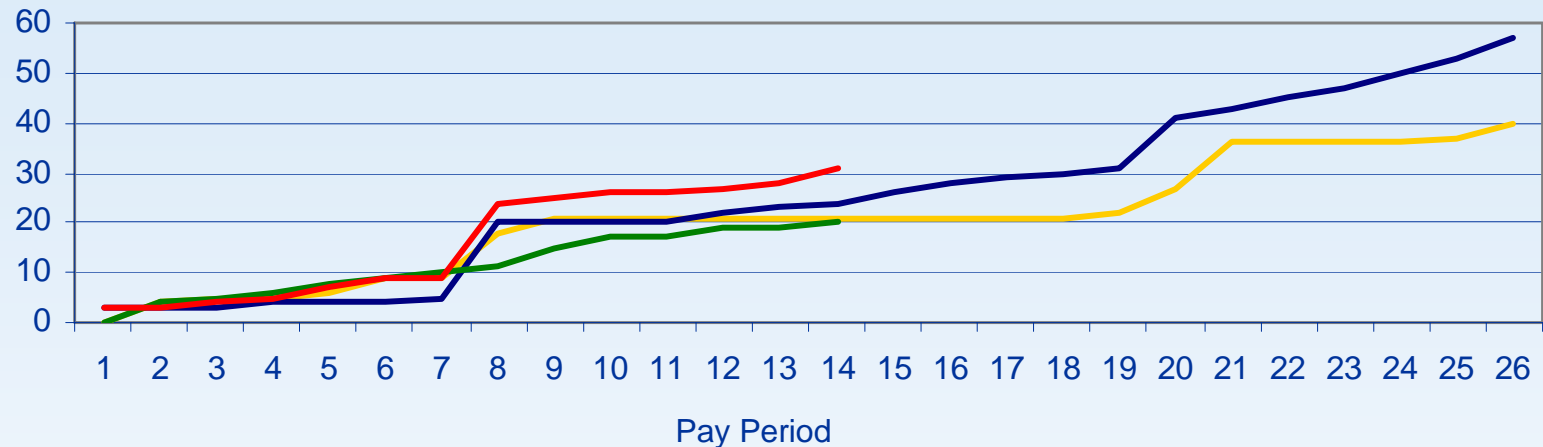
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**Office of Human Resources and Workforce Planning at Lewis Field**



# Glenn Research Center FY04 FTP Losses and Hires

(Projections and Actuals through PP 14 – ending 04/03/04)



— Cumulative Projected Hires      — Cumulative Projected Losses  
— Cumulative Actual Hires      — Cumulative Actual Losses

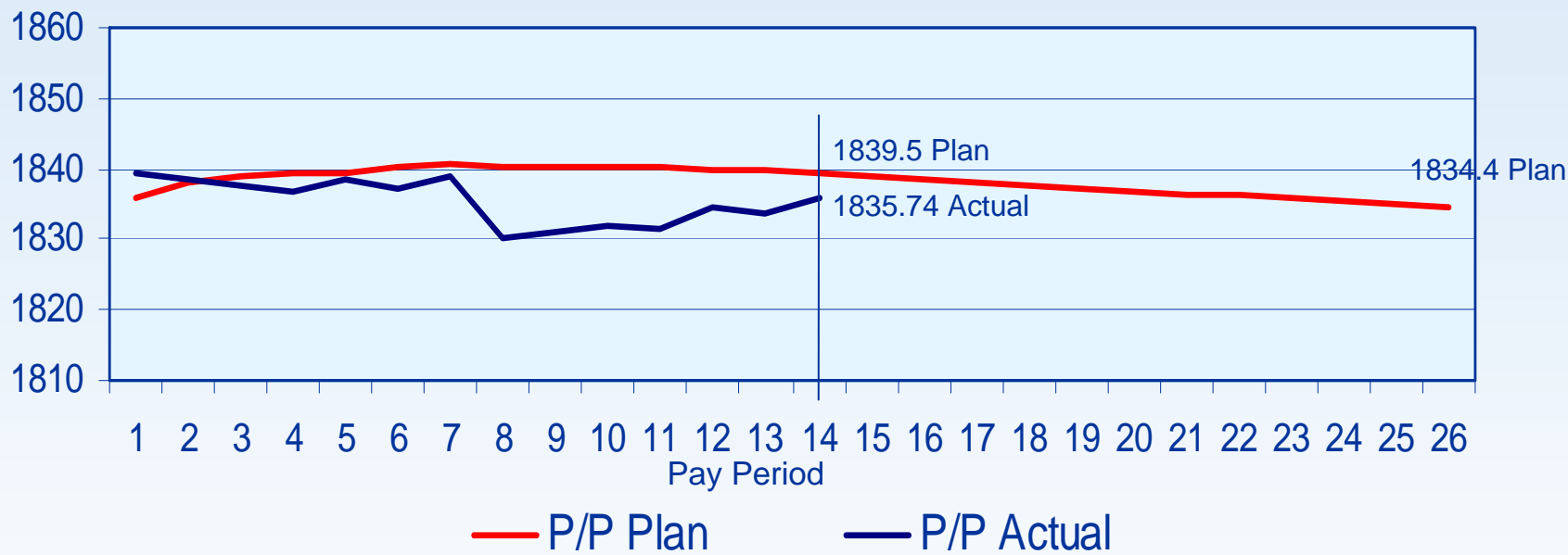
Cumulative Projected FTP Hires	21	Cumulative Projected FTP Losses	24
Cumulative Actual FTP Hires	20	Cumulative Actual FTP Losses	31
Actual OTFTP Hires	10 (Co-ops)	Actual OTFTP Losses	3 (Term)
	1 (Fed. Career Intern)		1 (PPT)
	1 (Term)		1 (PMI)
FY04 Projected FTP Hires	40		1 (Co-op)
		FY04 Projected FTP Losses	57

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# Glenn Research Center FY04 FTPs



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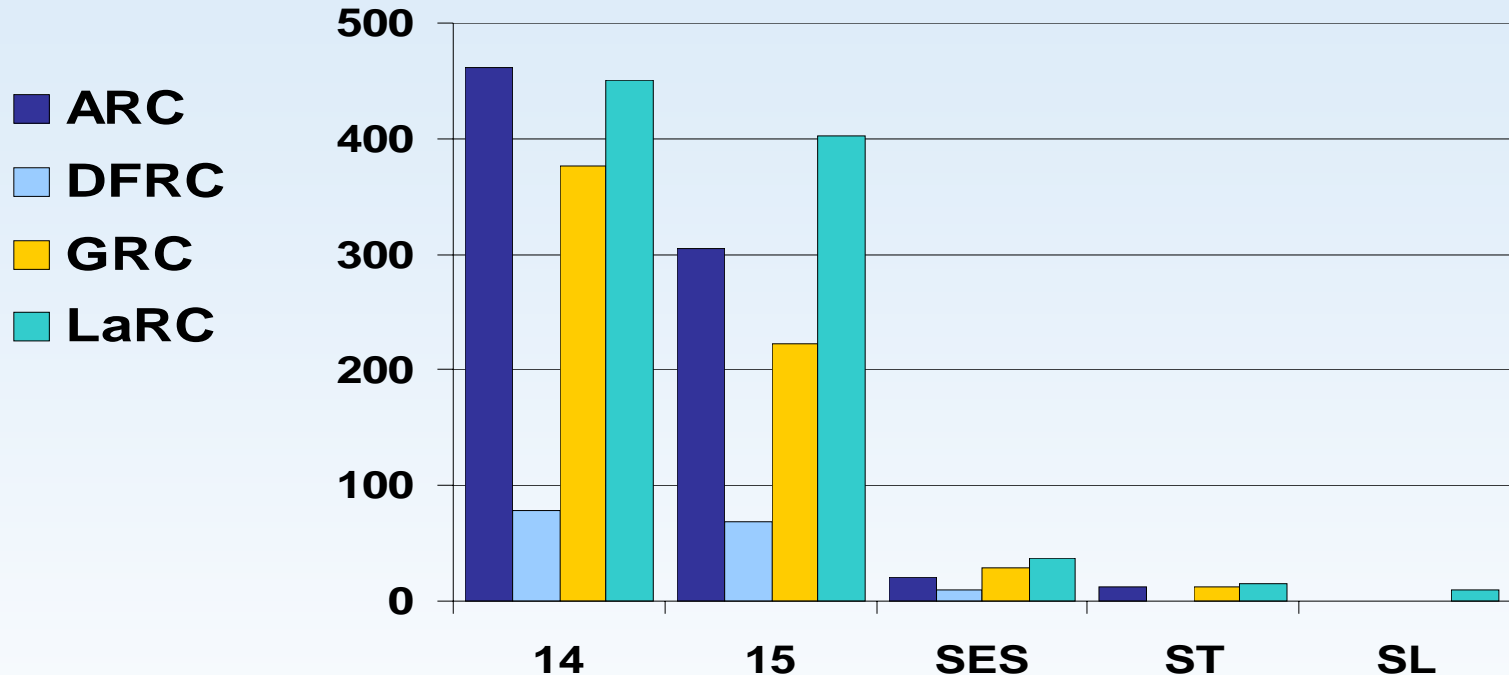


# High Grade Position Changes From 02/21/04 – 03/20/04

- GRC 14 and above increased by 2 (638 to 640)  
(no change in percentage of 35%)
- GRC grade 14s increased by 1 (375 to 376)
- GRC grade 15s increased by 1 (222 to 223)
- ARC 14 and above decreased by 3 (801 to 798)  
(no change in percentage of 57%)
- LARC 14 and above increased by 6 (898 to 904)  
(no change in percentage of 40%)
  - 14s increased by 2 (448 to 450)
  - 15s increased by 2 (400 to 402)
  - SES increased by 2 (35 to 37)



## High-Grade Positions - FTP As of 03/20/04



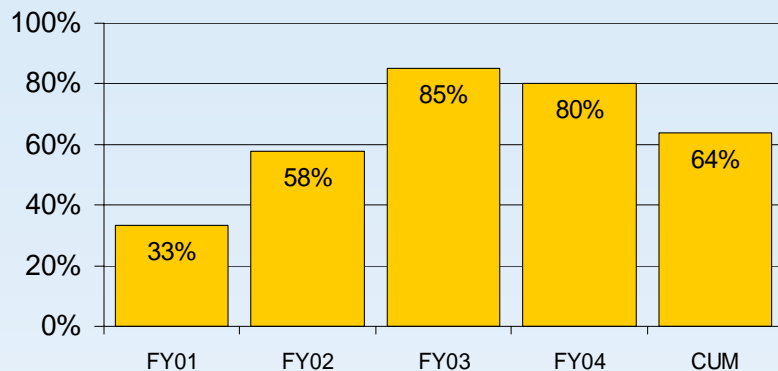
	All Grades	14 & Above		14		15		SES		ST		SL	
ARC	1,397	798	57%	461	33%	305	22%	20	1%	12	0.86%	0	0.00%
DFRC	538	156	29%	78	14%	69	13%	9	2%	0	0.00%	0	0.00%
GRC	1,837	640	35%	376	20%	223	12%	29	2%	12	0.65%	0	0.00%
LaRC	2,258	904	40%	450	20%	402	18%	37	2%	15	0.66%	10	0.44%

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### Historical % Conversion of Eligible Co-ops

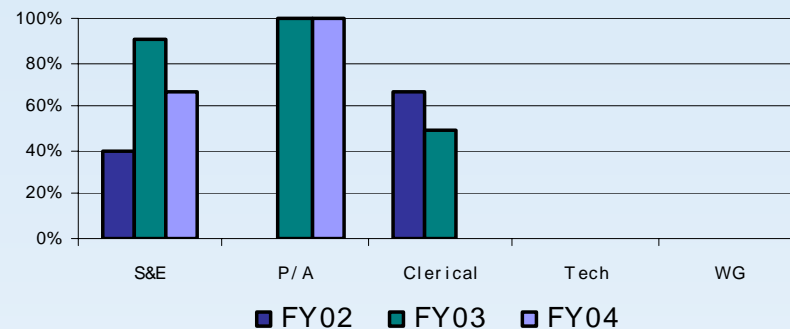


	FY01	FY02	FY03	FY04	CUM
# Conversions	4	4	11	4	23
# Eligible	6	12	13	5	36
% Converted	67%	33%	85%	80%	64%

### Ethnicity of Co-op Conversions

	African American		Asian		Hispanic		Non-minority		Total
	M	F	M	F	M	F	M	F	
FY01					1		2	1	4
FY02						1	2	1	4
FY03		1	1		1		3	5	11
FY04					1		2	1	4
TOTAL	0	1	1	0	3	1	9	8	23

### Co-op Conversions by NCC



FY02	S&E	P/A	Clerical	Tech	WG
# Eligible	5	1	3	3	
# Converted	2	0	2	0	
% Converted	40%	0%	67%	0%	
FY03	S&E	P/A	Clerical	Tech	WG
Expected Grads	14	1	2		2
Offers Made	10	1	2		0
# Converted	9	1	1		0
FY04	S&E	P/A	Clerical	Tech	WG
Expected Grads	3	2			
Offers Made	3	2			
# Converted	2	2			
% Converted	66%	100%			

FY04 data as of 04/03/04

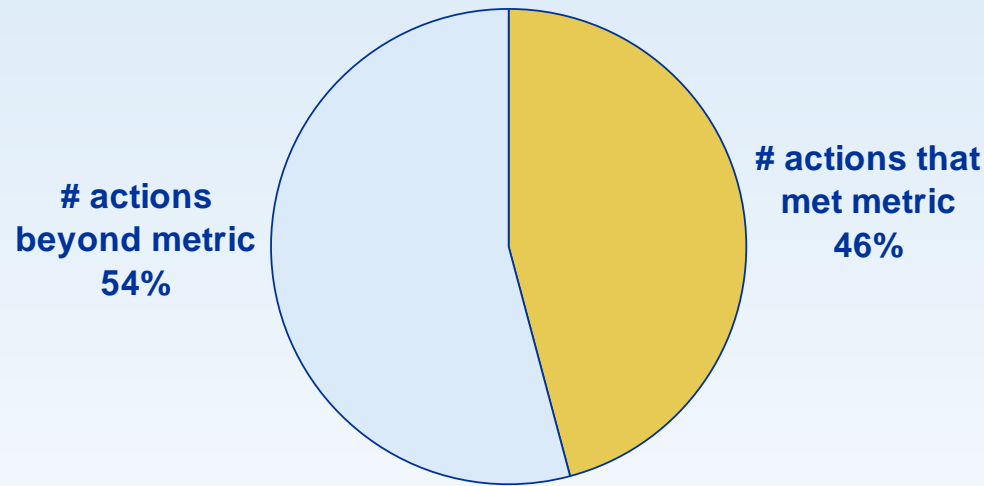
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# Staffing Metrics – Certificates

FY04 2nd Quarter (01/01/04 – 03/31/04)



<b>Certificates Prepared</b>	24
Met Metric	11
Exceeded 29 Days	13
Avg. Number of Days	38

**HR Specialists Metric** = 29 Days From Staffing Receipt of SF-52 to Issuance of Certificate to Selecting Official

**Goal** = 80 Percent of Actions Within Metric

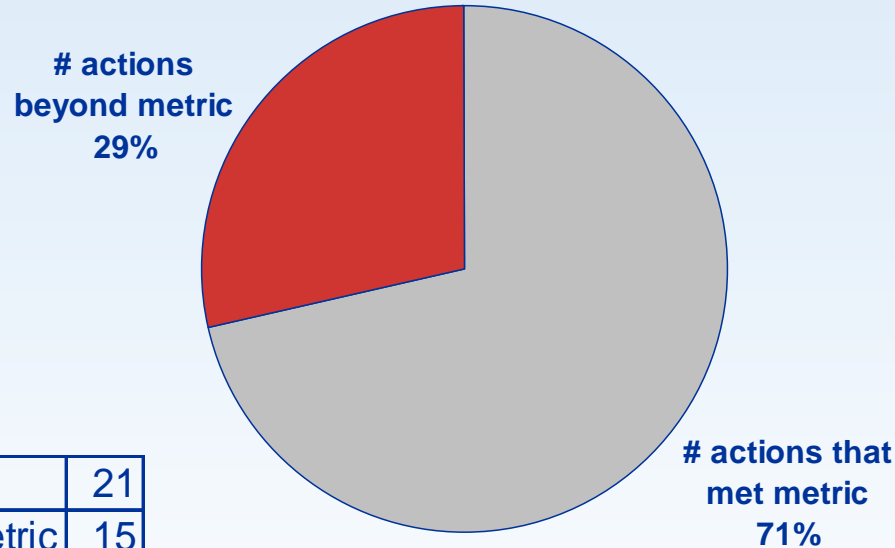
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# Staffing Metrics – Selections

FY04 2nd Quarter (01/01/04 – 03/31/04)



<b>Selections Made</b>	21
Met Metric	15
Exceeded 29 Days	6
Avg. Number of Days	33

**Managers Metric** - 29 Days from Issuance of Certificate to make a selection

**Goal** = 80 Percent of Actions Within Metric

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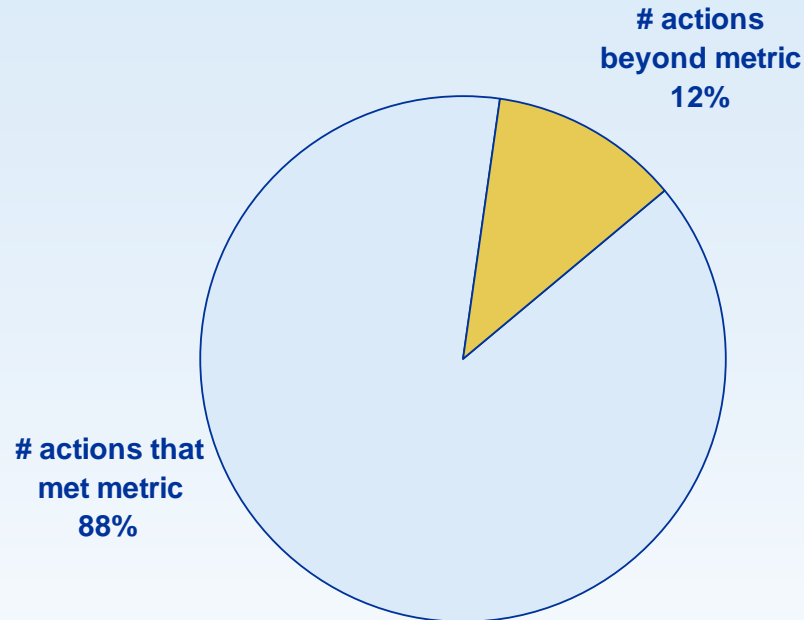
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# FY04 Classification Metrics

2<sup>nd</sup> Quarter (01/01/04 – 03/31/04)



Total Actions Classified	17
Actions That Met Metric	15
Action Beyond Metric	2
Avg. # of days to classify position	15

**Metric** = 30 Days From Receipt of Complete Package to Classify Position

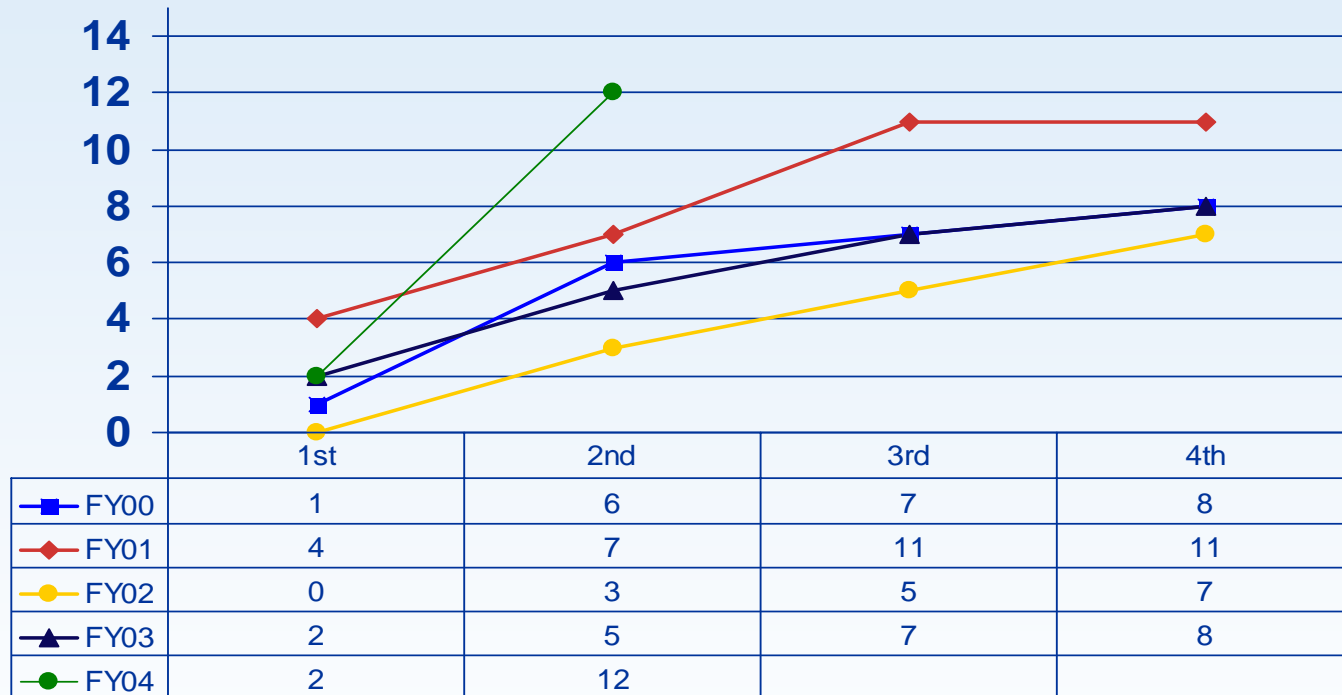
**Goal** = 80 Percent of Actions Within Metric

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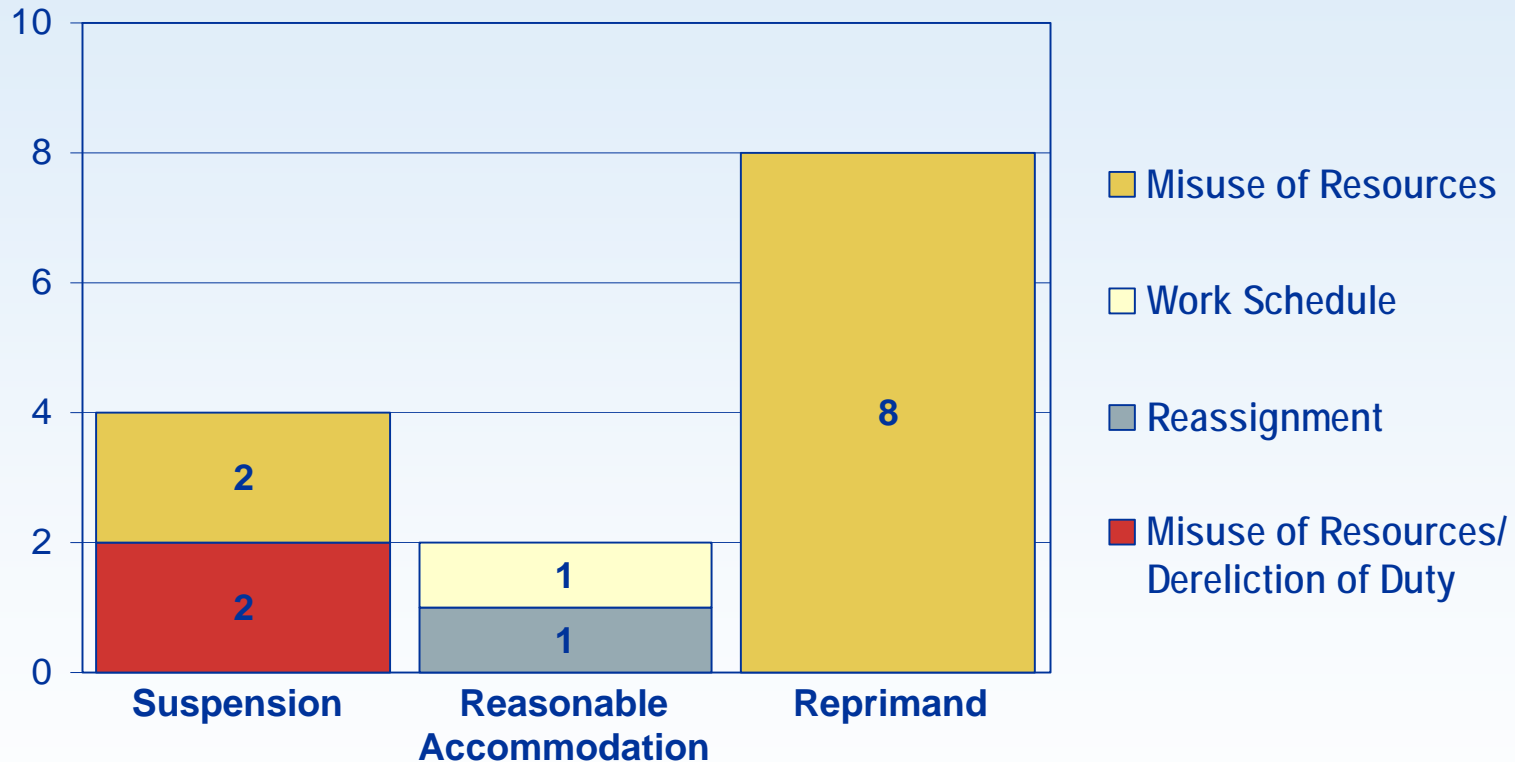
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## DISCIPLINARY/ADVERSE ACTIONS FY00-04 (as of 03/31/04)

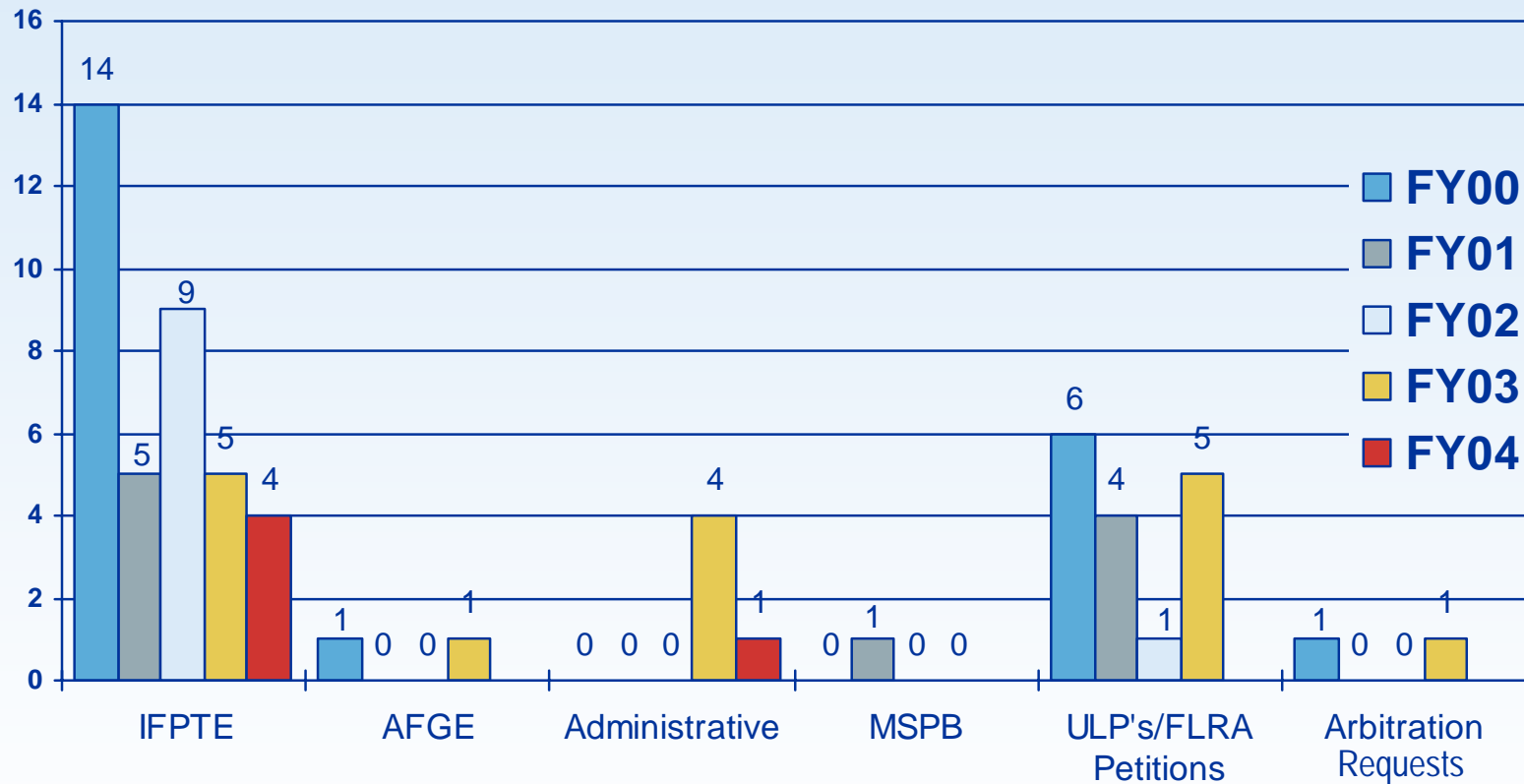


# FY04 EMPLOYEE RELATIONS ACTIVITY by Issue (as of 03/31/04)



# APPEAL/GRIEVANCE ACTIVITY

## FY00-04 (as of 03/31/04)



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## FY04 APPEAL/GRIEVANCE ACTIVITY BY ISSUE (as of 03/31/04)

	IFPTE Grievance	MSPB	ULP	Administrative	IFPTE Arbitration	AFGE	Administrative Grievance
Working Conditions	1						
Disc. Proposal Letters Delivery	1						
Vacancy Announcement Process	1						
Qual. Procedures				1			
Reassignment	1						

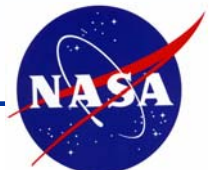
## FY04 Directorate Awards Budgets ( GAA, SAA, & PA Type Awards) As of 04/01/04

Dir.	Allocated Amount	Used	Number Processed	Balance
0100	\$44,790			\$44,790
0200	\$50,799			\$50,799
0400	\$36,886	\$330	2	\$36,556
0600	\$75,128	\$5,708	29	\$69,420
2000	\$72,375	\$166	1	\$72,209
5000	\$414,758	\$21,485	18	\$393,273
6000	\$196,457	\$166	1	\$196,291
7000	\$668,573	\$3,430	10	\$665,143
8000	\$69,696	\$7,550	13	\$62,146
9000	\$34,536			\$34,536

- Preferred submission date for Performance Awards – May 14, 2004
- Deadline for **ALL** Cash Awards – August 16, 2004

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# **FY04 Time-Off Awards**

**As of 04/01/04**

Org.	Number of Awards	Number of Hours
0100	4	32
0200		
0400	5	76
0600	10	96
2000	13	136
5000	58	664
6000	16	192
7000	175	2,202
8000	13	136
9000	16	148
Total	310	3,682



# Employee Suggestion Program

- Suggestion Awards FY04 (as of 03/31/04) - \$1,300
  - Tangible Savings - \$8,591
  - Number of Eligible Employees – 1,777
  - Number of Supervisors - 165
  - Suggestions Submitted 10/01/03 – 03/31/04 = 25
    - Submitted by Supervisors - 4
    - Submitted by Nonsupervisors – 18
    - Submitted by Army – 2
    - Submitted by Contractor – 1





## **Employee Suggestion Program**

### **Delinquent Suggestions (>10 Days)**

<b>Suggestion Number</b>	<b>Responsible Organization</b>	<b>Responsible Manager</b>	<b># Days Open</b>
04002003040201	7340	Onest	366
04002003041001	7100	Pillay	358
04002003080101	7340	Onest	245
04002003103101	8500	Ornick	153
04002004030103	7320	Irvine	27
04002004021901	7190	Weegmann	27
04002004030503	0170	Schabes	11



# Training Program Course Offerings & Evaluation Metrics as of March 31, 2004

**Number of On-site Course Offerings**

**\* Overall Rating of Courses**

**\* Services of the Training Office**

**\*\* Value of training in supporting our ability to achieve NASA's strategic goals**

JAN	FEB	MAR	YTD
14	19	18	150
4.56	4.55	4.59	4.47
4.34	4.52	4.50	4.49
7.88	7.72	7.66	7.54

\* Scale 1- 5 (1=Poor, 5=Excellent)

\*\* Scale 1- 9 (1=Lowest, 9=Highest) is HQ Code FT Metric

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